

ABS OFFICIAL DOCUMENT
Maintenance Protocol
November 13, 2006

Governance of the American Balint Society (ABS) has been based on a Constitution and Bylaws and a separate set of Policy and Procedures developed and accepted by vote of the Society and its Council over the years. In 2006 these documents were reviewed and codified, and subsequently placed in the safe keeping of the Archivist. These identical documents have also been published on the ABS Wiki. Following is a procedure for maintaining these documents accurately and in an up-to-date fashion.

1. The Constitution and Bylaws of the American Balint Society can be altered by the assent of not less than two-thirds of the members of the Council with prior notification of the membership of the American Balint Society. In the case of such an alteration, the President or his or her designee shall immediately communicate the change to the Archivist and to the person in charge of maintaining the ABS Wiki.
2. The Policy and Procedures of the American Balint Society may be altered or added to by a majority vote of Council. In the case of such a change, duly passed by Council, the President or his or her designee shall immediately communicate the change to the Archivist and to the person in charge of maintaining the ABS Wiki.
3. The Archivist will update his/her files to maintain the new version of these and any other policy documents. S/he will also keep a copy of the prior version for historical purposes, indexed in a way that clarifies the chronological sequence of older versions of a given document.
4. The person maintaining the ABS Wiki will remove the older version of a given document and place the new current version on the ABS Wiki.
5. In order to maintain a complete and unique set of documents, the above procedures are the only means by which changes can be made to the Constitution and Bylaws and the Policy and Procedures of the American Balint Society.